

# Nondepartmental, Transfers, Reserves



CITY OF **FALLS**  
**CHURCH**



## Risk Management FY 2007–2008

The purpose of this section of the Human Resources Division is to develop and monitor the Risk Management Program that includes obtaining, implementing and monitoring all insurances that cover the City's personnel, operations and infrastructure. This section also is responsible for serving as staff to the City's Retirement Board and the administration of the City's Basic and Police Pension Plans. Information and training is provided to employees each year about the City's Retirement Plans. Retirement estimates and counseling is provided to employees by this unit. Annually, we host the benefits fair and conduct open season enrollment for dental, medical, Flexible Benefits Plan, Sick Leave Bank and life insurance. In addition, we administer the City's Section 125, Flexible Benefits Plan, the City's Deferred Compensation Plan, the Commonwealth of Virginia College Savings Plans, Workers' Compensation Program and Long-Term Disability. These benefits support approximately 570 active and retired employees, and their dependents. This section also provides benefit services to the Department of Criminal Justice Academy and Constitutional Offices. This section also provides OSHA training for all new and current employees. The OSHA training includes Blood Borne Pathogen, Confined Space Entry, Hazardous Chemicals, Department of Transportation Drug and Alcohol Program.

**Employees:** 0.50 – Human Resources Director  
0.25 – Human Resources Generalists

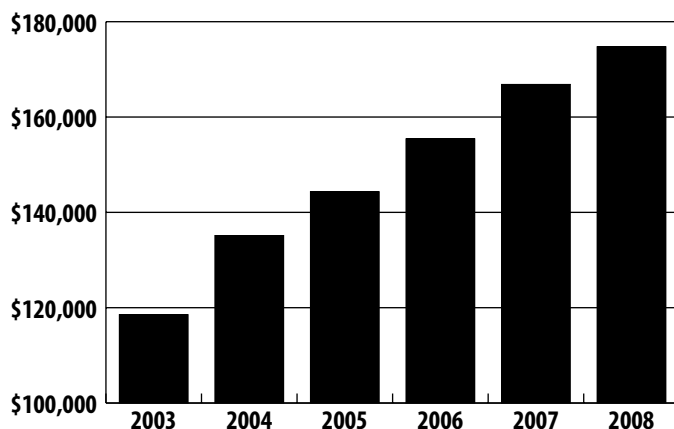
### Objectives:

- Manage workers' compensation claims and handle all other property and casualty claims promptly and professionally.
- Work with employees and retirees in resolving claims problems and calculate retirement benefits for employees contemplating retirement within seven days.
- Explore market options to determine whether there are lower cost health and dental insurance plans that the City and Schools can join.
- Ensure that the City is in compliance with all OSHA standards and employees receive proper training.
- Research to determine if an employee cafeteria benefit plan that appeals to a variety of employees can be implemented.

### Performance Measures:

- Administer the City's property and casualty insurance (general liability, motor vehicle insurance, workers' compensation, boiler and machine insurance, public official insurance, police professional liability, crime insurance and property insurance) to protect the City's assets at the lowest possible cost.
- Administer all City employee benefit programs and analyze costs to ensure they are appropriate to benefit levels.
- Process all vendor payments, performance evaluations and performance awards within one week of receipt.
- Review all City vehicular accidents within a month to determine if they were avoidable and if corrective actions need to be taken.
- Conduct a benefit survey with City and School employees to determine their level of satisfaction with benefits currently provided and a possible cafeteria benefit plan to provide more flexibility for employees.

## Risk Management Budget Trend – FY 2003–2008



2003	2004	2005	2006	2007	2008
118,542	135,146	144,336	155,428	166,844	174,751
	14.01%	6.80%	7.68%	7.34%	4.74%
<b>Note:</b> <ul style="list-style-type: none"> <li>• Most of the increase is due to increases in the General Liability and Public Officials and Insurance policies.</li> </ul>					

# **NONDEPARTMENTAL, TRANSFERS, RESERVES**

<b>ACCOUNT DESCRIPTION</b>	<b>2006 Actual</b>	<b>2007 Original Budget</b>	<b>2008 Adopted</b>	<b>Percent Change</b>
<b>Risk Management</b>				
Salaries - Regular	67,255	70,860	73,032	3.06%
Salaries - Overtime	-	-	-	0.00%
Salaries - Temporary	-	-	-	0.00%
FICA Benefits	5,144	5,451	4,968	-8.86%
City Retirement Benefits	955	1,417	3,360	137.05%
Health Medical Benefits	8,878	4,574	6,710	46.68%
Group Life Benefits	653	586	771	31.58%
Disability Insurance	469	427	540	26.45%
Unemployment Insurance	-	-	-	0.00%
Workers' Compensation Benefits	269	156	292	87.62%
Section 125 Administration	-	-	-	0.00%
Deferred Compensation Payment	387	390	390	0.00%
Professional Health Services	2,789	4,657	5,000	7.37%
Professional Services	2,570	200	400	100.00%
Maintenance Service Contracts	-	-	-	0.00%
Printing & Binding	-	300	-	-100.00%
Central Copying Services	-	-	-	0.00%
Postal Services	6	350	350	0.00%
Telecommunication Services	-	-	-	0.00%
Boiler Insurance	4,013	4,200	3,500	-16.67%
Fire Insurance	21,744	22,500	22,980	2.13%
Surety Bonds	5,159	5,300	4,798	-9.47%
Public Official Insurance	7,500	8,000	8,800	10.00%
General Liability Insurance	27,450	28,200	29,610	5.00%
Insurance Deductible	-	500	500	0.00%
Travel Conferences/Education	298	1,000	1,000	0.00%
Dues & Association Memberships	310	350	350	0.00%
Special Activities	-	200	200	0.00%
Safe Driver Award Program	6,225	6,800	6,800	0.00%
Office Supplies	-	100	100	0.00%
Medical Supplies	-	-	-	0.00%
Books & Subscriptions	389	325	300	-7.69%
Reserve for Salary Adjustments	-	-	-	0.00%
Expenditure Recovery-Pension	-	-	-	0.00%
Expenditure Recovery Water Fnd	-	-	-	0.00%
Expenditure Recovery Sewer Fnd	-	-	-	0.00%
	162,461	166,844	174,751	4.74%

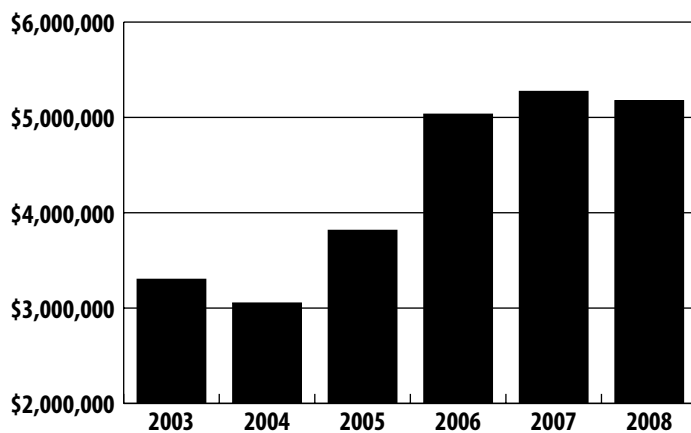
## Debt Service FY 2007–2008

The City issues debt as necessary to fund long-lived capital assets such as schools, open space, and major public facilities and infrastructure. The proposed use of debt financing is included as part of the City's Capital Improvements Program (CIP) and is subject to the Council's adopted debt policies.

Debt service includes all general obligations of the City. The FY 2008 debt service expenditures break down functionally as follows:

Function	Amount
Schools	\$ 3,442,916
General Government	1,377,055
Open Space	346,971
Costs and fees	9,700
Total	\$ 5,176,642

## Debt Service Budget Trend - FY 2003–2008



2003	2004	2005	2006	2007	2008
3,302,815	3,053,959	3,816,428	5,034,687	5,273,573	5,176,642
	-7.53%	24.97%	31.92%	4.03%	-1.16%
<b>Notes:</b>					
<ul style="list-style-type: none"> <li>Debt service increased in FY 2005 and FY 2006 due to the issuance of \$25,000,000 in general obligation bonds in FY 2004 to fund the construction of the Mary Ellen Henderson Middle School and other School Division projects.</li> <li>The City issued debt \$1,800,000 in FY 2005 for the purchase of open space</li> <li>The City issued \$1,000,000 in general obligation debt during FY 2006 to fund improvements at Mount Daniel Elementary School.</li> <li>The City refunded the 1990 General Obligation bonds during FY 2007, resulting in an interest savings of \$6,500. Other savings were realized through the normal repayment of outstanding debt.</li> </ul>					

ACCOUNT DESCRIPTION	2006 Actual	2007 Original Budget	2008 Adopted	Percent Change
<b>Debt Service</b>				
Professional Services	8,233	6,000	8,500	41.67%
Miscellaneous Debt charges	1,039	1,600	1,200	-25.00%
Redemption of Bonds	2,945,616	3,016,202	3,190,236	5.77%
REDEMPTION OF CAPITAL LEASES	205,270	161,043	-	-100.00%
Redemption of VACO Loan - Fire	-	-	-	0.00%
Redemption of FCVFD Note	-	217,500	217,500	0.00%
Interest on Bonds	1,875,040	1,835,228	1,759,206	-4.14%
INTEREST ON CAPITAL LEASES	21,457	-	-	0.00%
Payment to Refund Bonds	-	-	-	0.00%
Premiums Paid on Refunding	-	-	-	0.00%
Interest on VACO Loan - Fire	-	-	-	0.00%
Expenditure Recovery-School Dt	-	-	-	0.00%
	5,056,656	5,237,573	5,176,642	-1.16%

## NONDEPARTMENTAL, TRANSFERS, RESERVES

ACCOUNT DESCRIPTION	2006 Actual	2007 Original Budget	2008 Adopted	Percent Change
<b>Post Retirement Benefits</b>				
Health Medical Benefits	296,404	261,979	288,200	10.01%
Group Life Benefits	3,602	3,020	3,600	19.23%
Trust fund funding			1,236,805	100.00%
Postal Services	10	200	200	0.00%
Expenditure Recovery Water Fnd	-	-	-	0.00%
Expenditure Recovery Sewer Fnd	-	-	-	0.00%
	300,016	265,199	1,528,805	476.48%

ACCOUNT DESCRIPTION	2006 Actual	2007 Original Budget	2008 Adopted	Percent Change
<b>WMATA</b>				
WMATA Bus Operating Subsidy	-	42,000	42,000	0.00%
WMATA Rail Operating Subsidy	-	210,000	210,000	0.00%
NoVA Transportation District	4,856	5,000	5,000	0.00%
GEORGE	101,985	435,000	435,000	0.00%
	106,841	692,000	692,000	0.00%

ACCOUNT DESCRIPTION	2006 Actual	2007 Original Budget	2008 Adopted	Percent Change
<b>Transfers</b>				
Transfer to Gen Fund CIP	3,526,266	2,967,000	3,414,000	15.07%
Transfer School Operating Fund	24,615,996	27,196,087	28,598,300	5.16%
Transfer School Comm Srvs Fund	491,306	456,007	478,000	4.82%
	28,633,568	30,619,094	32,490,300	6.11%

ACCOUNT DESCRIPTION	2006 Actual	2007 Original Budget	2008 Adopted	Percent Change
<b>Reserves</b>				
Reserve for Contingencies	-	182,000	40,000	-78.02%
Reserve for Retirement Contrib	-	190,000	-	-100.00%
Reserve for Transit Subsidy	-	15,000	-	-100.00%
Reserve - Rent for IT	-	18,000	-	-100.00%
West End Property	200,000	-	-	0.00%
Athletic Fields Lights	-	-	-	0.00%
	200,000	405,000	40,000	-90.12%